

Job Announcement Office Technician (Typing)

Please Circulate and Post

Final Filing Date: December 17, 2019

UNIT/PC#: 199-020-1139-010

Tenure/Time Base: Permanent Full Time

Location: Diagnostic Center Northern California,
Fremont

39100 Gallaudet Drive Fremont CA 94538

Monthly Salary: \$3,144.00 - \$3,935.00 per
month



CALIFORNIA
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EDUCATION

Duties

Under the supervision of the Office Services Supervisor II, this position supports the Director, Assistant Directors, Assessment Staff and Diagnostic Center North (DCN) Front Office Staff by performing a variety of tasks. This position answers DCN's front desk phone, greets DCN visitors and provides visitor badges; relays and routes all messages; prepares Fed-Ex mailings; monitors Neopost postage machine; receives packages and sorts mail. Key responsibilities of this position also include the following:

- Receives/enters and tracks new student assessment referral applications when they arrive and enters into the DCN database all student related referral applications and all documents related to referrals or service data
- Mails and files acceptance/confirmation/denial/cancellation letters to parent and district under direction of the Director
- Serves as contact person for LEAs, families and all parties regarding the scheduling/notifying/confirming/revising of assessment dates and locations
- Serves as contact person for LEAs, families and all parties regarding scheduling/notifying/confirming/revising district-parent conference dates and locations
- Prepares and sends DCN overnight apartment stayers a packet or Center packet as needed, and is responsible for delivering the apartment stayers packet to CSB Transportation in a timely manner to ensure that DCN families are able to pick up packet and keys when they arrive "after hours"
- Notifies Office Support Staff, Assistant Directors and Director, Office Supervisor, and custodian of DCN apartment overnight stayers; monitors the schedules of stayers
- Assists Assessment Staff with purchasing of materials by completing BSO 11's; assists Assistant Directors with purchasing of items by completing BSO 11's as needed; monitors DCN office supplies and orders office supplies as needed by completing BSO 11's as needed. Performs other duties as needed.

Required Qualifications

Either I

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

Or II

Experience: Two years of experience in typing and clerical work. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

Knowledge and Abilities

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

Please refer to Duty Statement for further information related to job expectations.

Minimum Qualifications:

- Possess good interpersonal skills and ability to be flexible in a team oriented work environment
- Strong personal computer skills including knowledge of Microsoft, Word, Desktop Publishing, Excel
- Ability to prioritize work assignments
- Ability to work within time constraints in preparation of charts and reports
- Ability to communicate effectively, both verbally and in writing
- Ability to check work for accuracy and attend carefully to details
- Ability to maintain and update student records, monitor and update databases
- Ability to prepare correspondence, reports, and charts for review using a variety of software programs
- Excellent organizational skills, including the ability to set priorities and take initiative

Desired Qualifications:

- Perform other duties and tasks as required
- Knowledge of office procedures

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This is a reposting. If you previously submitted an application for this position, you do not need to reapply.

How to Apply

Submit a State of California Employment Application (STD Form 678), resume to:

Dr. Chemene Hooker-Henry
Human Resources Director
California School for the Blind and CA Department of Education Diagnostic Centers
500 Walnut Avenue
Fremont, CA 94536

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Required Application Package Documents:

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov.

Applicants requiring reasonable accommodations for the hiring interview process must request accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO Contact Sharon Felix-Rochon (916) 445-9174 oeoinfo@cde.ca.gov

For questions and/or additional information, please contact Dr. Chemene Hooker-Henry, at (510) 936-5587

The State of California is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.